

## Getting Started Candidate Information



### **CITY OF LONG BEACH PRIMARY NOMINATING ELECTION April 12, 2016**

The City of Long Beach conducts elections every two years to elect members for the City Council Districts 2, 4, 6, & 8. Long Beach City Charter [Section 1901](#) designates that the Primary and General (run-off) municipal elections for elective officers of the City. The next Primary Nominating Election will be held on April 12, 2016.

The following information is intended to provide general guidance only to residents who are considering in becoming a candidate. While the information contained herein is substantially correct, it is not intended to provide legal or factual advice. Candidates and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein. On December 21, 2015 interested potential candidates may attend the City Clerk Department Candidate Information Workshop. At that time a Candidate Handbook, filing forms and nomination packets will be issued to potential candidates for City elective office.

City Clerk Department  
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Long Beach, CA 90802  
General: (562) 570-6101  
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[www.longbeach.gov/cityclerk](http://www.longbeach.gov/cityclerk)  
email: [electinfo@longbeach.gov](mailto:electinfo@longbeach.gov)

## **1. General qualifications to run for and hold public office:**

### **A candidate must be:**

- U.S. citizen
- 18 years old on or before election day
- Registered voter living in the jurisdiction at least 30 days prior to the end of the nomination period (Charter Sec. [201](#) and [502](#)).

A candidate may not be in prison or on parole for a felony conviction.

## **2. Getting started early . . .**

- Election cycle commences January 1, 2015 ([LBMC 2.01.210\(B\); amended by Ordinance No. ORD-14-0020](#)) and ends April 12, 2017.
- Appoint a Treasurer for your campaign. Every Recipient Committee must have a Treasurer. The candidate may act as his/her own committee treasurer.
- Review [Campaign Disclosure Manual 2](#) Information for Local Candidates and their primarily formed committees.
- File [Form 501 Candidate Intention Statement](#) before receiving contributions or spending own funds. Exception: This form is not required if you will not solicit any funds and your only expenditures will be from personal funds used for your statement of qualifications printed in the Sample Ballot Voter Information Pamphlet.
- Keep records of all expenditures or contributions of \$100 or more.
- Never accept or spend \$100 or more in cash.
- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$1,000 or more. All money used for campaign purposes, including the candidate's personal funds, must be deposited in the campaign bank account prior to the expenditure.
- File [Form 410 Statement of Organization](#) within 10 days of receiving \$1,000 in contributions. Include bank account information on [Form 410](#). Effective January 1, 2013: Pursuant to SB 1001 (Yee), all committees required to file the Form 410 must pay a \$50 annual fee to the Secretary of State. The annual fee must be paid no later than January 15 of each year until the committee terminates. If you have questions, please call the Secretary of State's office at 916-653-6224.
- Electronic format of campaign disclosure statements are required be filed at the same time a copy of the semiannual, preelection, supplemental preelection or amendment(s) to a campaign statement is filed with the city clerk ([LBMC 2.02.010](#)).
- File appropriate campaign disclosure forms. The most common forms to be filed are:
  - [Form 460 – Recipient Committee Campaign Statement](#) is filed by candidates or officeholders who have a controlled committee, or who raise or spend or will raise or spend \$1,000 or more during a calendar year in connection with election to office or holding office
  - Or [Form 470 – Recipient Committee Campaign Statement – Short Form](#)
  - Pursuant to [LBMC 2.02.010](#), City of Long Beach candidates and committees are required to file campaign disclosure statements electronically by emailing to [CampaignDocs@longbeach.gov](mailto:CampaignDocs@longbeach.gov) and submitting originals to the City Clerk. Statements filed after a deadline are subject to \$10 per day late fine for both hard copy and/or electronic late filings.



### ***3. During the filing for nomination period . . .***

The filing period is December 21, 2015 through 5:00 p.m. on January 15, 2016 (E.C. [10220](#), [10510](#), [13307](#)). If an incumbent does not file, the filing period for non-incumbents will be extended to 5:00 p.m. January 21, 2016. There is a Candidate filing fee of [\\$210](#) ([LBMC 1.25.020](#)). Candidates must be registered voters in the City of Long Beach and living in the council district for which they plan to run for at least 30 days prior to the end of the nomination period.

Prospective candidates will receive a nomination paper and candidate filing forms from the City Clerk during the nomination period. The candidate packet will include the following materials:

- Declaration of Candidacy & Eligibility (Statement indicating that you meet legal requirement being registered and reside in district you intend to run for)
- Candidate Contact Form (Used only for election official staff to contact you)
- Candidate Intention Statement (Public announcement of your intention to run as a candidate)
- Nomination Paper (Obtain the signatures of at least 20 but not more than 30 voters, registered to vote in the City of Long Beach in the jurisdiction you are running in on the nomination paper.)
- Ballot Designation Worksheet (Your current principal profession(s), vocation(s), or occupation(s). A maximum total of three words, separated by a “/”)
- [Form 700](#) – (Statement of Economic Interests disclosing assets and income of public officials and candidates.)
- Candidate Statement Information Sheet (Approve or decline to provide Candidate Statement)
- [Filing Fee of \\$210](#)

**The items listed above are necessary to have your name placed on the ballot and must be filed at the same time.**

Optional items to be filed also in the candidate packet (if these items are filed, they must be filed at the same time as the nomination paper, ballot designation worksheet, and Form 700):

- Fair Campaign Practices Pledge (Voluntarily endorsing a pledge to conduct your campaign in accordance with principles and practices as stated in Elections Code § 20440)
- Application to View Voter Registration (Must be filed before releasing any voter registration information)
- Candidate Statement of 200 words or less & Photo (Will be printed in the Sample Ballot Voter Information Pamphlet to be mailed to all registered voters in the appropriate Council District. The candidate must pay for having the candidate statement printed. Pursuant to state law, the candidate statement must be translated and printed in English and Spanish provided in the Sample Ballot and Voter Information Pamphlet. If a candidate chooses not to have a statement printed, only the candidate's name and ballot designation will appear in the sample ballot.

Pursuant to the Voting Rights Act of 1965, as amended, in addition to English, the City Clerk is required to translate statements and voter information into Spanish, Khmer, Tagalog, Vietnamese, and Korean language and have that information available. The translations are performed by a state certified translator.

## ***4. After the nomination period closes . . .***

### **CAMPAIGN DISCLOSURE STATEMENTS**

Candidates will be required to file periodic campaign disclosure statements electronically and in hard copies during the course of the election ([Chapter 2.02.010](#)). Campaign disclosure statements are also filed semi-annually by members of City Council and by candidates who have not terminated their election committees. The City Clerk will provide you with due dates, and forms to be completed and submitted electronically by emailing to [CampaignDocs@longbeach.gov](mailto:CampaignDocs@longbeach.gov) and sending originals to the City Clerk.

### **Local Contribution Limits...**

City of Long Beach has local contributions limits, pursuant to [LBMC 2.01.210\(B\); amended by Ordinance No. ORD-14-0020](#) and the Proposition M requiring that the contribution limits be adjusted according to changes in the Consumer Price Index in January of odd-numbered years. The 2016 Primary Nominating Election [Contribution Limits](#) was last updated in January 1, 2015.

### **IMPORTANT THINGS TO REMEMBER**

#### **1. BEFORE RAISING OR SPENDING ANY MONEY**

File [Form 501](#) (Candidate Intention). Then open a campaign bank account. Once \$1,000 is raised or spent, get an identification number by filing [Form 410](#) with the [FPPC](#).

#### **2. MARK YOUR CALENDAR**

Know the due dates for campaign statements and file on time.

#### **3. KEEP GOOD RECORDS**

Maintain details on contributions and expenditures of \$100 or more.

#### **4. \$100 OR MORE IN CASH?**

Never accept or spend \$100 or more in cash.

#### **5. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES**

All personal funds of the candidate must first be deposited in the campaign bank account, except for the campaign statement fee.

#### **6. CONTRIBUTIONS OF \$100 OR MORE**

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

#### **7. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS**

Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

#### **8. NO PERSONAL USE OF CAMPAIGN FUNDS**

Use campaign funds only for political, legislative, or governmental purposes.



## 9. LOANS

You may loan money to your own campaign but you must complete a loan note to your campaign from yourself and file it with the City Clerk. See [LBMC 2.01.340](#).

## 10. BE INFORMED

Attend a [campaign workshop](#) in your area. Contact your [City Clerk](#) or the [FPPC](#) if you have any questions. Subscribe to [LINKLB](#) at <http://www.longbeach.gov/linklb/subscriptions.aspx> to receive electronic notifications with updated election information.

## 5. For those who have an active committee from a previous election . . .

The City of Long Beach requires incumbents to file a new campaign committee apart from their officeholder account for transparency ([LBMC 2.01.370](#) and [2.01.380](#)).

- Complete a [Form 501](#) (this must be done before receiving any contributions for the April 12, 2016 election).
  - Mark the “Initial” box
  - Complete the entire form
  - Sign and date the form
  - Mail the original and one copy to the Secretary of State and give a copy to the City Clerk
- Complete a [Form 410](#) (this must be done before receiving \$1,000 in contributions for the April 12, 2016 election).
  - Mark the “Initial” box
  - Complete the entire form
  - Complete the “Type of Committee” and list the year of election as: April 12, 2016
  - Both the Treasurer and Candidate must sign and date the form
  - Mail the original and one copy to the Secretary of State and give a copy to the City Clerk
  - Once your committee receives the new ID#, submit the copy to the City Clerk

Available Forms through [FPPC](#):

- [Form 410](#)
- [Form 450](#)
- [Form 460](#) or [Form 470](#)
- [Form 501](#)
- [Form 700](#)
- [Campaign Disclosure Manual 2](#)

## 6. Stay Informed . . .

By subscribing to the [LinkLB](#) electronic notification service, the Long Beach City Clerk Department will automatically send information throughout the election updating you on the status of each change. The typical ongoing information includes the following: voter registration, vote by mail, poll locations, sample ballot voter pamphlets (candidate and measure statements), results, and all relevant Election Day communications to your subscribed email address.